

Minutes of the HSENI Senior Management Team (SMT) Meeting

19 June 2017, Ladas Drive, Belfast

In attendance: (Chair) K Morrison

B Monson

N Monson

L Burns

1. Apologies

None

2. Minutes of last meeting

Agreed

3. Update on Agreed Action Points

- None

4. Corporate Health, Safety and Welfare

SMT noted no staff accidents or near misses reported since the last meeting in June.

Health and safety inspections of Ladas and Lancer were being in the process of being arranged

5. Audit, Risk Management and Finance

SMT considered the risk register and emerging risks. No new emerging risks were identified.

SMT discussed the 2016/17 budget outturn which resulted in HSENI spending 99.1% of its available budget. SMT commended the Finance Team for the management of the budget and all staff with budget responsibilities for their performance in yet another challenging year.

SMT discussed the 2017/18 budget situation. Mr Morrison had written to the DfE Permanent Secretary on 15 May to outline HSENI priorities, pressures and plans for managing the 2017/18 budget. A letter was expected from DfE soon setting out the budget position for 2017/18.

Mr Burns updated on the 2017/18 figures to date, reporting that all elements of HSENI's budget remained on target at this early stage in the year.

6. HR

SMT welcomed John McKeown and Brian Moore, HSENI's Business Partners from NICS HR. Discussion took place about HSENI's strategic HR priorities, including succession planning, performance management, the level of discretion afforded to HSENI under the new centralised system and provision / usage of management information.

Action: SMT agreed to consider the report provided by NICS HR and feedback to Mr McKeown

SMT considered the HSENI absence statistics. The HSENI absence rate for May was 5.4% which compares to DfE (3.3%) and the wider NICS (5.2%).

Mr Burns updated SMT on the position with the Omagh office. Discussions continue with DoF and HSENI continues to operate from the Lancer building at present. Despite representations from HSENI, indications from DoF are that staff will be moving to Boaz House in September 2017.

SMT discussed the forthcoming Principal Inspector competition. It was hoped that the paperwork would be completed over the summer to allow the competition to launch as early as possible in September. It was hoped to post the successful candidate in early December.

SMT considered a paper on training requests. As there was still a large element of uncertainty around HSENI's 2017/18 budget, SMT agreed to progress with training already committed and the list of essential training not yet committed. SMT noted the list of desirable training and would endeavour to meet these requests if budget permitted.

7. Case and Project Work

SMT discussed the current caseload of the Major Investigation Team. Out of 30 cases, 21 cases were currently being investigated or at the file preparation stage. The remaining cases were with the PPS (5 cases) or already in the court system (4 cases). Mrs Monson advised that the MIT team is at full capacity and that arrangements continued to cover Mrs Boylan's temporary absence.

Mrs Monson further updated SMT on the complex investigation at Port of Belfast, including on the team's work to manage the high investigatory costs involved.

SMT noted that Deputy Chief Executives were able to sign legal papers in the absence of the Chief Executive.

Mr Burns advised that the CMS procurement exercise had identified a successful bidder and discussions continued with DfE Finance to ensure sufficient capital funds were available to HSENI in 2017/18 to begin the project. It was hoped this would be resolved positively in the near future.

SMT noted the great work that had gone on by the legislation team to secure Departmental approval to make the ATEX regulations, thus avoiding any potential infraction case.

8. Business Planning

SMT noted that work was underway to finalise the Internal and External 2017/18 Operating Plans. The external OP would be presented to the HSENI Board in July for approval before transmission to DfE.

Mr Burns advised that work on developing the 2016/17 Annual Report and Accounts had been completed and the ARMC and Board were expected to agree these at their meetings on 21st June.

9. Performance Monitoring

Dr Monson updated SMT on the HSENI performance statistics. The figures to end May 2017 show the provisional work related fatality figure at 2 compared to 1 at the same stage in the previous year. Work was continuing on CMS to clarify and refine figures for all reportable injuries. 5 Improvement Notices and 33 Prohibition Notices have been issued so far this year. 158 complaints were received to date which compares to 176 for the same period last year. Whilst early days, the number of inspections to date is 1119.

10. Board Business

SMT discussed preparations and attendance at the ARMC and Board meetings scheduled for 21st June

11. A.O.B.

SMT considered forward diaries and key events over the next few months. Key events included a Farm Safety Partnership meeting on 20 June and the ARMC / Board meeting on 21 June which would consider the 2016/17 Annual Report and Accounts.

SMT considered senior level cover for July and August.

12. Date of next meeting

20 September 2017 at 9.30am in Ladas Drive